

**Delaware Women's Hall of Fame Committee Meeting
Office of Women's Advancement & Advocacy
State of Delaware, Department of Human Resources**

Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Friday, May 3, 2019
11:00 am to 12:30pm

Carvel State Office Building
820 N. French Street, 10th Floor
Wilmington, DE 19801
(Via Videoconferencing)

Attendees:

The Honorable Nancy W. Cook
Jackie Griffith
Tara Smith-Wilmington
Kay Keenan-Wilmington
Donna Masley-Wilmington
*Melanie Ross Levin-Wilmington
*Carling Ryan-Wilmington
*Stella Harrison
*Staff

DRAFT MINUTES

Call to Order & Welcome

The meeting was called to order by Kay Keenan at 11:00am. Kay thanked everyone for being there.

Approval of Minutes from 3/15/2019 Meeting.

Kay motioned to approved minutes for March 15, 2019 Meeting. Senator Nancy Cook second. All Approve, None oppose.

Recruitment Update

Melanie talked about the recruitment effort this year for promoting nominations. So far, recruitment has included the following:

- 1 video featuring Rep. Lisa Blunt Rochester
- 1 overall video about nominations
- Governor & Lt. Governor have promoted nominations on their social media and in their newsletters
- Public service announcements in local radio stations (WDEL and Delaware Public Media)
- Email to Delaware Today subscribers promoting nominations (that featured the video from Rep. Lisa Blunt Rochester)
- Email to legislative communications staff

- Series of graphics on OWAA's social media
- Series of emails on OWAA's constant contact email list

In terms of additional ideas that the group may want to consider, Melanie talked about sending a note to the group of people who submitted nominations last year urging them to resubmit. Tara Smith agreed to draft something to send out. The committee agreed with this approach.

Review of Hall of Fame Recommended Elements

The group discussed preparing for our selection meeting. Specifically, the group discussed if a promising application does not have enough information, what should the staff do? The group agreed that OWAA staff should reach out to gather additional information before the selection meeting.

Melanie Ross Levin talked about one issue of concern from last year – specifically, the problem of an honoree not being able to attend. Kay Keenan made a motion to make an award available to a recipient who cannot accept the nomination for up to three years. Donna Masley second. All in Favor, Senator Nancy Cook Opposed.

The committee discussed how many people need to be nominated for the Hall of Fame Event. Kay tabled this issue until our next meeting. Senator Cook suggested that there should not be a second tier and that if they wanted to select someone else they could meet and have a conversation.

Melanie Ross Levin asked the committee if they want to use the same jazz band that was used last year. The committee agreed to have DSU Jazz Band play for the Hall of Fame Event. Melanie Ross Levin will get the band reserved.

Melanie Ross Levin talked about integrating a theme of the centennial of women's suffrage into the hall of fame event and program. The Hall of Fame committee agreed with the theme idea.

Melanie Ross Levin talked about the budget for Hall of Fame event. She stated that there are certain items she would like to include in the program depending on the budget. The committee voted to have videos again for the Hall of Fame Event. Melanie will check with the new videographer for the State of Delaware.

Melanie asked if the committee if she should invite the girls scouts. The group agreed to have the girl scouts invited again for the flag ceremony.

Rubric and Score sheet

Kay Keenan talked about how the rubric will be used for selecting nominees. Kay Keenan also talked about the score sheet and how it will be used in selecting nominees. Last year, the committee did not use the total score column on the score sheet. Kay Keenan told the committee they are responsible for tallying out the total score of their selected nominees and to specifically note their top five (no matter the score).

The rubric and score sheet will be emailed out to everyone.

Sponsorship

The sponsorship form that Melanie Ross Levin proposed has been revised and is being reviewed by the Department of Human Resources. Melanie asked that each committee member try to recruit people for sponsorship. There is no other updates for sponsorship.

Next meeting: Nominations June 14, 2019.

Date Prepared: November 26, 2018

Delaware Women's Hall of Fame Committee
Meeting Adjourned at 12:30pm.

Meeting Minutes: May 3, 2019